

TO REGISTER A NEW SINGER FOR SPIRITO SINGERS - FORTE

1. Create an account on the Parent Portal.

- Access the **Parent Portal** on the Spirito website www.spiritosingers.org (scroll to the bottom of the homepage)
- Your email is your sign-on to your Parent Portal.
- Create your password. Then, click **Sign Up**.

2. Register

- Click Box #1 **Add New Member**. Complete all required fields.
- Click Box #2 **Edit/View Profile**. There are 4 areas to fill out.
 - **Guardian Info** - Please fill in complete information for at least one Parent/Guardian.
 - **Member Info** - This is information about your singer. Please complete all required fields.
 - *IMPORTANT NOTE: Do NOT fill out rows 4 & 5 (eye color, hair color, height, skin features, weight, other info, can swim).*
 - If ordering a Casual T shirt, please indicate T Shirt size.
 - Please make certain to click YES for Media Permission.
 - For School- Click "Select School" -Fill in state and zip code --select school from drop-down menu or enter school name and school city manually – Grade refers to the 2024-25 school year.
 - Contact Information:
 - Enter the Head of Household's email - *Note that this email will be used for Spirito communications.*
 - "Club site" refers to your selected rehearsal location. Choose **Forte (2nd – 4th grades)**.
 - **Medical Info** – please complete required fields.
 - **Emergency Contacts** – please complete required fields.
- Click Box #4 Enroll in a Program (or go to Join a Program if you get sent back to the Homepage).
 - Choose the School Year: 2024-25 Season
 - Choose the Site: **Forte (2nd – 4th grades)**.
- **PROGRAM SESSION:** Choose either Full-season, Fall semester, or Spring semester
 - Annual Giving: this is a required part of registration. For more information on Annual Giving, please refer to the **2024-25 Spirito Waiver and Agreement form**. **Full season registrants must select Option 1, 2 or 3 under Program Add-ons.**
- **PROGRAM ADD-ONS:**
 - Click the **Music Folder deposit** box (required for all NEW Singers)
 - Click the **Casual T Shirt** box to order your casual Spirito uniform shirt.
 - Select the **Volunteer Opt Out Fee** if you wish to opt out of the volunteer requirement explained in the **2024-25 Spirito Waiver and Agreement form**.
- **FREQUENCY:** After the Add-ons section, you can choose the frequency of payments to be **One Time** or **Monthly** (please do not choose Weekly). If you choose monthly, the first payment will be required at checkout. Subsequent payments will be spread out each month through December 15th. The monthly payment option is only available if paying by credit card.
 - Those using a credit card will incur a processing / convenience fee.
 - If you wish to pay via check or Zelle, contact the office once you have created your profile.
 - A copy of the **2024-25 Spirito Waiver and Agreement form** is available at the end of the checkout process and is also included following these instructions. Please read this document carefully and check the box to indicate you have read and understand all sections of the waiver.

Questions? Please contact our office at **630-581-5440** or email Stephanie at sdimarco@spiritosingers.org.